THE CONSTITUTION

of

THE STUDENT RADIO STATION

of

THE UNIVERSITY OF MASSACHUSETTS

As Ratified by the Station Body

on March 7, 1977

RECEIVED
STUDENT GOVERNMENT ASSOCIATION
1977 MAY 0 PM 4:12
UNIVERSITY OF MASSACHUSETTS
AMHERST

PREAMBLE

WMUA is a federally-licensed broadcast facility operated by the students of the University of Massachusetts to serve the University community and residents of the Amherst area. WMUA operates in stereo at 91.1 Megahertz, FM channel 216 as authorized by the Federal Communications Commission. WMUA broadcasts with an effective radiated power of 1000 watts, in both the horizontal and vertical planes.

WMUA exists to inform, educate and entertain students living with its' coverage area by means of broadcast communications. Since its' inception in 1949, WMUA has attempted to do this by providing diverse programming designed to serve prevailing UMass student tastes.

WMUA also exists to provide students with the opportunity for experience in the practical operation of a radio station. This includes developing an understanding of the theories and practices involved in the running of commercial and non-commercial broadcast stations in the United States.

Any University of Massachusetts student is eligible to participate in the station. Full technical knowledge is supplied so that students may acquire the skills necessary to broadcast over WMUA.

WMUA will make its' facilities available, with prior consultation and staff supervision, to any non-profit student organization to publicize its' services, providing said publicity is not in conflict with existing state or federal law, or in conflict with provisions enacted by the station.

WMUA works at developing programming that will appeal to all segments of the University community. WMUA will broadcast programming that assists in increasing public awareness as to the full implications of racism, sexism and inequality. Wherever possible, WMUA will strive to broadcast programming that is non-racist or non-sexist in nature.

WMUA is chartered and licensed as an educational broadcast facility. Although we are not obligated to broadcast educational programs per se, WMUA acknowledges its' commitment to serve as a center for innovation and experimentation. Because of the position on the FM band, WMUA is fortunate in not being bound by the need for commercial advertising revenue. WMUA further acknowledges that as a radio station, common broadcast practices should be adhered to, giving the station a professional sound. Student broadcasters enhance their broadcasting experience by pursuing in an intense and calculating manner, the ideals of competence, technical proficiency and versatility in radio communications.

WMUA encourages community response and works toward constantly improving its service to the University community. It is this spirit of service and education through broadcasting to the general public that guides the operation of WMUA.

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ARTICLE I

The name of this organization shall be WMUA, so designated by the official call letters of the student radio station at the University of Massachusetts in Amherst, Mass.

ARTICLE II: Purpose

The purpose of WMUA is to provide the technical means of disseminating radio waves for reception by students at the University of Massachusetts and residents of the surrounding community, and the transmission of programs that will educate, inform and entertain people living within its' coverage areas. These radio programs should contribute to and heighten the educational experience of students working at the station and residents of the Amherst area who receive our signal. WMUA recognizes that radio broadcasting in the United States is a significant and necessary means of securing the right of freedom of speech and expression as guarranteed in the Constitution. WMUA also recognizes the obligation to foster and uphold brother and sisterhood of all people; to denounce and condemn the evils of racism and sexism; to enrich the daily lives of people through broadcast of cultural and entertainment programs and the frequent broadcasts of controversial public issues, accurate news reports, comment and news analysis.

ARTICLE III: Membership

Section 1

Membership in WMUA is conferred upon any interested individual upon the completion of roll-call at the third consecutive station meeting.

Section 2

A station member is suspended after missing two consecutive station meetings.

ARTICLE III: Membership

Section 3

A person can ask to be excused from a station meeting by submitting a written note or filling out the Excused Absence Form and returning it to the Station Manager or any member of the Management Board before the roll-call at the station meeting.

Section 4

Station members may appeal to the Management Board when they are suspended from station membership or suspended from access to air-time.

Section 5

Station members must adhere to the by-laws passed by the station membership.

Section 6

Station members are responsible for sharing their knowledge, skills and experience with other students by making themselves available to answer questions to critique their work and to give technical assistance to students requiring assistance.

ARTICLE IV: Management Board

Section 1

The WMUA Management Board shall operate on behalf of the station body in determining operational and personnel policy. The Management Board consists of University of Massachusetts students who are elected to the positions of Station Manager, Program Director, News Director, Women's Affairs Coordinator, Third World Affairs Coordinator, Technical Training Director, Chief Engineer, Assistant Cheif Engineer, Business Manager, Sports Director, and Public Affairs Director.

The Management Board's primary responsibilities are to implement the Constitution and to ensure strict compliance with all FCC rules and regulations, SGA regulations, and RSO guidelines.

ARTICLE IV: Management Board

Section 1

The WMUA Management Board will coordinate the activities of the station on a day to day basis, while working to serve the public's interest, necessity and convenience.

Section 2

A) Station Manager

The Station Manager shall have duties that encompass two major areas: (1) coordination of WMUA's internal activities; (2) maintenance of communication between WMUA and the community.

The Station Manager's internal functions are as follows:

(a) Ensuring full implementation of and compliance with WMUA's Constitution, By-Laws and other binding documents entered into by WMUA.

(b) Ensuring compliance with FCC rules and regulations.

(c) Ensuring compliance with the Communications Act of 1934 and ensuring that all station members are familiar with Federal provisions that affect broadcast stations.

(d) Ensuring that all student monies are spent wisely and appropriately and in the better interests of WMUA.

(e) Ensuring equal opportunity for all who participate in WMUA.

(f) Ensuring that good quality technical training is available to any University undergraduate seeking involvement in WMUA.

(g) Ensuring that all station documents are available to station members seeking such documents.

ARTICLE IV: Management Board

Section 2

A) Station Manager

(h) Ensuring that all station meetings, Management Board meetings, Executive Board meetings and committee meetings are announced, chaired and run in a democratic and orderly fashion. This includes:

1) Maintaining a current roster of active station members,

2) Removing members from the roster for failure to comply with WMUA's membership requirement,

3) Posting minutes and ensuring that accurate minutes are taken.

The Station Manager's external functions are as follows:

(a) Be directly responsible to the license holder for the lawful operation of WMUA.

(b) Maintain communications with the FCC about matters relating to WMUA's license.

(c) Work with the Student Senate to ensure full compliance with the Student Senate's budget policies, Affirmative Action guidelines and other matters relating to WMUA.

(d) Work with various RSO's to ensure full use and access to WMUA.

(e) Respond to public comments about WMUA's programming.

The Station Manager will receive a weekly salary of $35 and will hold one vote on the Management Board. This job description will be effective upon ratification by the station body and may be changed or amended by a 2/3 vote of the station body.

B) Program Director

A WMUA Program Director is responsible for all programming aired on WMUA. The Program Director (PD) will seek input from the Management Board in scheduleing and determining the allocation of air-time. A PD's responsibilities are as follows:

ARTICLE IV: Management Board

Section 2

B) Program Director

(a) Work to establish programming that informs, educates and entertains University students.

(b) Establish guidelines for suitability of program materials.

(c) Determine and ascertain the community's programming needs.

(d) Ensure a well rounded schedule of balanced programs.

(e) Schedule airtime and assign operators.

(f) Ensure that WMUA is on the air a minimum of 17 hours daily, 7am to 12 midnight, seven days a week, unless unfavorable circumstances exist which would prevent such broadcasting.

(g) Coordinate and schedule news, public affairs programs, music shows and special programs, and work with the appropriate department heads in carrying out this endeavor.

(h) Ensure full compliance with Federal Laws, the station Constitution and Student Government Regulations.

(i) Ensure adequate representation of women and Third World people on the air.

(j) Notify all parties concerned when program pre-emptions occur, notifying said parties at least 24 hours before the pre-emption.

(k) Remove and suspend board operators who are in possible violation of rules referred to in section (h) of this description, and notify them of their rights in accordance with Section II, paragraph (h) of the Constitution.

There are other responsibilities of a Program Director at WMUA and they are as follows:

(a) Post a sign-up sheet for CR2 production time by 3pm, Tuesday. The PD may reverse, allocate and pre-empt production time as the need arises. When pre-emptions occur, prior notice must be given

ARTICLE IV: Management Board

Section 2

B) Program Director

(a) to the individual being pre-empted and, if applicable, suitable arrangements will be made to give the pre-empted individual alternative time. It will be up to the Program Director to use his/her good faith and common sense in determining how CR2 time will be used.

(b) Approve and review all spot announcements, ensuring that said announcements conform to WMUA's Public Service policy.

(c) Ensure access to production materials such as audio tape, splicing tape, razor blades, open reels and other materials necessary for producing broadcast quality programs.

(d) Oversee the Program Director's cabinet in Studio B.

(e) Regulate the flow of carts.

(f) Record all WMUA production on Master reels for posterity.

(g) Constructively criticize WMUA board operators and suggest ways that they may improve their programming.

(h) Attend all WMUA Management Board meetings and Station meetings.

(i) Ensure the cleanliness of Master Control, CR2, and notify the Cheif Engineer when technical discrepencies arise.

(j) Ensure that all members are notified of major decisions and procedures enacted by the PD.

(k) Schedule Board Operator meetings at least three times a semester and twice during the summer.

The Program Director may allocate certain portions of this job description to any person who he/she sees fit. A Program Director must be at the station on a very regular basis and monitor the station when not at WMUA. The PD holds one vote on the Management Board and receives $35 per week. It is an elected position and may be removed by a 2/3 vote of the station body.

ARTICLE IV: Management Board

Section 2

C) News Director

(a) A WMUA News Director is responsible for news broadcasts aired over WMUA. A News Director, with the assistance of the Program Director, will formulate a schedule of news broadcasts and assign students air shifts and reporting shifts in accordance with the News Director's own procedures.

(b) The News Director shall determine the means of news gathering, news sources used, and editorial content of news programs.

(c) The News Director shall assign students to reporting shifts for the gathering of news from the studio. The News Director will also assign students to cover news events occuring on and off campus.

(d) The News Director will train and assist any interested students wanting to learn about broadcast news.

(e) The News Director may arrange for the live broadcast of any materials they feel that the listenership would benefit from. Whenever any live broadcasts occur, the News Director must consult the Program Director and make appropriate arrangements for program pre-emptions.

(f) The News Director must also work closely with the Third World Affairs Coordinator and the Women's Affairs Coordinator in covering and reporting news relating to these constituencies. Although this in no way implies that prior clearance must be obtained before the broadcast of news affecting women and Third World People, it is important that the News Director understand and respect the varying needs of different segments of the University community.

(g) The News Director will have the authority to call and conduct departmental meetings in accordance with the News Director's own schedule and procedures.

(h) The News Director will hold one vote on the WMUA Board of Managers and receive a salary of $25 per week.

ARTICLE IV: Management Board

Section 2

D) Women's Affairs Coordinator

(a) The Women's Affairs Coordinator shall be a woman elected by women at the station, members of media groups and other women who regularly contribute to WMUA. This person shall be elected by the groups own procedure, providing said procedures are in accordance with established S.G.A. guidelines.

(b) The Women's Affairs Coordinator shall be responsible to the Program Director for coordinating all programming dealing with or geared toward women.

(c) The Women's Affairs Coordinator shall be responsible for the recruitment of women, and, with the Director of Training, be responsible for their progress at WMUA.

(d) The Women's Affairs Coordinator shall meet at the beginning of each semester to establish the amount of airtime to be devoted to women's programming.

(e) Upon election by women and organizations that choose the Women's Affairs Coordinator, the individual shall become a voting member and member of the Management Board.

(f) The Women's Affairs Coordinator carries the same privileges and responsibilities of the Management Board.

(g) The Women's Affairs Coordinator shall receive a salary of $20 per week.

E) Third World Affairs Coordinator

(a) The Third World Affairs Coordinator shall be a person elected by Third World people at the station, members of media groups and other Third World people who regularly contribute to WMUA. This person shall be elected by the constituents own procedures, providing said procedures are in accordance with established S.G.A. guidelines.

(b) The Director of Third World Affairs shall be responsible to the Program Director for coordinating programming dealing with or geared towards the Third World Community.

ARTICLE IV: Management Board

Section 2

E) Third World Affairs Coordinator

(c) The Director of Third World Affairs shall be responsible for the recruitment of Third World People and, with the Director of Training, be responsible for their progress at WMUA.

(d) The Director of Third World Affairs and Program Director shall meet at the beginning of each semester, and, at the end of the spring semester, to establish the amount of air time and a schedule for Third World Programming.

(e) Upon election by the people and organizations electin the Third World Affairs Coordinator, the individual shall become a voting station member and a member of the Management Board.

(f) The Third World Affairs Coordinator shall receive a salary of $20 per week.

F) Technical Training Director

(a) A WMUA Training Director is responsible for providing the necessary technical knowledge for broadcasting over WMUA. The Training Director will familiarize all students coming into the radio station with the operational aspects of production consoles, turntables, michrophones, cart machines, tape decks, patch panels, remote transmitter controls and remote recording equipment.

(b) The Training Director will coordinate all training in accordance with his/her own procedures.

(c) The Training Director has additional responsibilities of reviewing all operating and program logs and bringing errors to the attention of the individual making the original entries in the logs.

(d) The Training Director, in consultation with the Chief Engineer, will schedule all EBS tests.

(e) The Training Director will receive one vote on the Board of Managers and will receive a salary of $15 per week.

ARTICLE IV: Management Board

Section 2

G) Chief Engineer

The Chief Engineer will oversee all technical matters relating to the uninterrupted broadcast schedule over WMUA. The Chief Engineer to shall have duties covering two distinct areas: (1) Radio station, transmitter and equipment repair, maintenance, upkeep and replacement; (2) Training of University students seeking involvement with WMUA on a technical level. A discussion of these areas follows.

(1) a. The Chief Engineer will repair, maintain, upkeep, and replace all of WMUA's station, remote and transmitter equipment; keeping it, where applicable, within Federal specifications.

This will include a full knowledge and understanding of the intricacies of turntables, cart machines, tape decks, microphones, broadcast consoles, equalizers, phone patch set-ups, patch panels, stereo monitors, stereo broadcast transmitters, broadcast towers, amplifiers, speakers and other station equipment.

The Chief Engineer will, as she/he sees fit, order the repair or replacement of parts or assemblies deemed irreparable or unworthy of repair. The Chief Engineer will diagnose all non-functioning equipment and decide whether repair by a manufacturer or repair shop is required; where convenient, the engineer will repair equipment in WMUA's technical department.

b. The Chief Engineer will be responsible for ordering all expendible and frequently replaced parts and will consult the Business Manager before making any purchases.

c. The Cheif Engineer will ensure the security of WMUA's tech department and repair shop. The Chief Engineer shall not be required to allocate shop keys to anyone with the exception of the Assistant Chief Engineer.

d. The Chief Engineer will acquire, file, and maintain in an orderly manner, texts, books, pamphlets, charts, diagrams, files, folders and other written materials containing information relating to equipment in WMUA's possession.

ARTICLE IV: Management Board

Section 2

G) Chief Engineer

e. The Chief Engineer will oversee all test equipment, tools, and devices necessary to maintain a regular broadcast schedule. The Chief Engineer shall not be required to loan, allocate, or lend tools or devices to any individual whome the Chief believes may tamper with, misuse, disrupt or otherwise interfere with WMUA's broadcast service.

f. The Chief Engineer will oversee the activities of the Assistant Chief Engineer and may coordinate, direct, or assign the A.C.E. to duties she/he believes are in the better interests of the station.

g. The Chief Engineer will make arrangements with the telephone company for any telephone loops, lines, or devices needed for live broadcasts; the engineer will also install, rewire, or remove radio network service as instructed by the station body.

h. The Chief Engineer will regularly assess and report on necessary modifications and expansions.

(2) The Chief Engineer will also offer training for the students wishing to develop a further understanding of the techniques, procedures and processes involved in maintaining a broadcast station. This will include:

a. making time available for instruction,

b. providing written materials from WMUA's technical department,

c. and wherever possible, providing meaningful, practical tasks for individuals wishing to learn more about radio.

In addition to these duties, the Chief Engineer will have the following responsibilities:

a. Reccomend disciplinary action to the appropriate Management Board member where equipment abuse is evident.

b. Report to the Station Manager on matters relating to license renewal.

ARTICLE IV: Management Board

Section 2

G) Chief Engineer

The Chief Engineer will not be responsible for maintenance of telephones, typewriters, wire-machines, overhead light fixtures or doorbell systems. Nor shall the Chief Engineer be responsible for non-station equipment used in conjunction with WMUA equipment.

This job description may be amended, revised or changed by a 2/3 vote of the WMUA station body.

H) Assistant Chief Engineer

The Assistant Chief Engineer will assist the Chief Engineer in carrying out the provisions of his/her job description. The A.C.E. will be directly responsible to the Chief Engineer for performing routine maintenance and upkeep of station equipment.

The Assistant Chief Engineer will receive a weekly salary of $20 and one vote on the Board of Managers.

I) Music Director

A WMUA Music Director will oversee and coordinate all of WMUA's musical programming. The music director will acquire, file and purchase records and be responsible for the security of the record library.

The Music Director will replace scratched, worn-out and abused records as he/she sees fit.

The Music Director will make himself/herself available to station members to discuss the acquisition of records that the Music Library does not contain.

The Music Director will be authorized to spend funds in the category 213 (Records-Tapes-Casettes) without consulting the Business Manager, providing purchases are for amounts less than $25 and funds are spent in accordance with RSO guidelines.

The Music Director will maintain a <u>Playlist</u> of current music releases and will at his/her option notify the appropriate record producers when records have been designated as <u>Playlist</u>.

ARTICLE IV: Management Board

Section 2

I) Music Director

The Music Director will maintain communication with record companies and will familiarize himself/herself with current releases in the music industry.

The Music Director will take into account the varied discographical taste of WMUA Board Operators as well as the constantly changing tastes of the listening audience.

The Music Director will work to expose local musicians through the arrangement of taped remotes at area clubs, assembly halls and nightspots.

The Music Director will receive one vote on the WMUA Board of Managers and receive a weekly salary of $15.

J) Sports Director

The Sports Director will coordinate all sports programming on WMUA. This will include the airing of regularly scheduled sports casts, the broadcasting of home and away intercollegiate games and the airing of a weekly telephone talk show suiting the sports needs of the UMass community.

The Sports Director will make all arrangements for the broadcasting of remote sports events, including the clearing of airtime with the Program Director.

The Sports Director will meet with the Program Director at the beginning of the semester, spring and fall, to discuss sports programming. A tentative list of sports broadcast will be drawn up, posted, and distributed to programmers who are subject to preemption.

The Sports Director holds one vote on the Board of Managers and receives a salary of $15 per week.

K) Public Affairs Director

The WMUA Public Affairs Director will be responsible for determining and ascertaining the public's needs for programming in the public interest.

ARTICLE IV: Management Board

Section 2

K) Public Affairs Director

The Public Affairs Director should work closely with the Women's Affairs Coordinator and the Third World Affairs Coordinator in determining the needs of those constituencies.

The Public Affairs Director will work under the direct supervision of the Program Director and will confer with the Program Director when allocating airtime for Public Affairs programming.

News and Public Affairs share many commonalities. It is hoped that the Public Affairs Director will work closely with the News Director in supplementing WMUA's news department. The Public Affairs Director will have the authority to schedule and arrange live broadcasts from remote locations provided he/she has consulted with the Program Director and necessary program pre-emptions have been made.

The Public Affairs Director will be responsible for maintaining a schedule of Public Affairs programs.

The Public Affairs Director will receive one vote on the Board of Managers and a salary of $15 per week.

L) Business Manager

The Business Manager shall be responsible for all financial transactions undertaken by the station. The Business Manager will assist the Station Manager in formulating station budgets and ensuring wise disbursement of all funds.

The Business Manager will ensure that all of WMUA's monies are spent and accounted for in accordance with proceedures established by the Student Government Association and RSO.

The Business Manager shall bring to the attention of the Management Board any financial transactions amounting to more than $25. The Business Manager shall report to the Station Body on the state of the station's finances at all station meetings and shall be accorded a regular place on the agenda for the reporting of such information.

ARTICLE IV: Management Board

Section 2

L) Business Manager

The Business Manager will also file weekly time slips for the Management Board members and shall make the appropriate arrangements for reimbursement of station members who have made purchases or rendered services for the station, provided said members produce recipt and have consulted the Business Manager before engaging in such "out-of-pocket" expenses.

The Business Manager will receive a weekly salary of $20 and holds one vote on the Board of Managers.

Section 3

The Management Board will meet at least once every two weeks.

Section 4

A special Management Board meeting will be held when a majority of the Board of Managers petitions the Station Manager for such a meeting.

Section 5

The Station Manager or his or her appointee must post the date, time and place of each Management Board meeting in a prominent place on the station bulletin board at least one week before the meeting is scheduled to be held, barring immediate necessity.

Section 6

The quorum required for a Management Board to be considered official will consist of two-thirds of the total membership on the Management Board.

Section 7

Management Board meetings will always be open to any station member wishing to sit in on such meetings.

Section 8

The Management Board may vote to go into Executive Session only to discuss personnel matters. A simple majority is necessary for an Executive Session.

ARTICLE IV: Management Board

Section 9

The Management Board will type and post minutes of all meetings in a prominent place on the station bulletin board. In addition, copies of the minutes will be available to station members at the meetings.

Section 10

The Management Board is responsible for posting the Constitution in a prominent place in the station. In addition, each individual member works to insure that all new station members read and understand the Constitution.

Section 11

The Management Board will hear appeals from station members who have been suspended from membership or suspended from access to air-time.

a. A suspension will be overturned by a simple majority vote of the Management Board present at the time.

Section 12

The Management Board will hear and act on grievances of any person who has exhausted other available procedures for a solution.

Section 13

Any Management Board member who misses two consecutive Management Board meetings without notifying the board prior to the meeting will lose one week's pay.

ARTICLE V: Summer Membership and Meetings

Section 1

Station members who will participate in the station during the summer must notify the station manager by the last station meeting of the semester.

Section 2

Any person may become a station member by attending two consecutive meetings of the summer membership.

ARTICLE V: Summer Membership and Meetings

Section 3

Meetings of the summer membership will be held every four weeks and will be subject to the same conditions as regular station meetings.

Section 4

The quorum required for a meeting during the summer months will consist of a simple majority of the station's summer membership.

Section 5

Action by the summer membership will be considered official for the summer only. The full station membership may adopt action by the summer membership in the fall accordint to regular procedure.

Section 6

Management Board positions vacated for the summer will be filled at the special elections in May.

ARTICLE VI: Station Meetings

Section 1

Station meetings will be arranged for and chaired by the Station Manager or his or her appointee. The Station Manager may run the meeting in accordance with Robert's Rules of Order or by his or her procedures.

1. Arrangements will include the posting of the date, time and place of station meetings in prominent places around the station, at least one week before the meeting is scheduled to be held barring immediate necessity.

2. Arrangements will also include the typing and posting of the minutes from the meeting.

3. In September, the station manager will draw up and post a tentative list of meetings for the month of September.

Section 2

Station Meetings will be held every calendar month during the school year.

ARTICLE VI: Station Meetings

Section 3

The quorum required for a station meeting is a simple majority of station members, the quorum being determined after roll call.

Section 4

Station members may submit written proxies for elections and issues before the station body.

1. Proxies must be sealed in an envelope.

2. Proxies must have the name of the voting member on the outside of the envelope.

Section 5

At every station meeting, the minutes of the previous meeting will be read and station members will be informed as to business conducted by the Management Board.

1. Reports will be heard from the Station Manager, Program Director and Business Manager.

2. New business may be heard at the end of all scheduled items on the agenda.

Section 6

Any station member may propose items for debate before the station body. A simple majority is required for passage.

Section 7

Any station member can petition the Station Manager for a station meeting if at least 25% of the voting members sign such a petition.

ARTICLE VII: Elections

Section 1

Elections for all Management Board positions will be held at the March station meeting.

Section 2

The exact date of the elections will be determined by the

ARTICLE VII: Elections

Section 2

Management Board and posted prominently on the station bulletin board at least two weeks before the elections are scheduled to be held.

Section 3

A sign-up sheet will be posted along with job descriptions for individuals who wish to publicly announce their intentions to seek an elected office.

Section 4

Candidates for office must be nominated from the floor at the time of the election.

Section 5

Any station member or eligible student may run for: Station Manager, Program Director, News Director, Sports Director, Business Manager, Music Director, Chief Engineer, Public Affairs Director, Assistant Chief Engineer, Director of Training.

A candidate emerging with 51% of the vote will be considered the winner. In the case of no candidate emerging with a majority, a run-off will be held between the two leading candidates.

1. When more than two candidates are running for office, the candidate with the least amount of votes will be dropped from the subsequent round of balloting.

Section 6

Any of the Management Board members are subject to recall by a 2/3 vote of the station membership at a meeting.

Section 7

The Third World Affairs Coordinator will be elected and may be removed by Third World persons who are station members and Third World people who are members of media groups according to their own procedures.

ARTICLE VII: Elections

Section 8

The Women's Affairs Coordinator will be elected and may be removed by women who are station members and women who are members of media groups, according to their own procedures.

ARTICLE VIII: Appointments

Section 1

Any Management Board member may appoint any station member to assist in carrying out that Management Board member's constitutional duties.

Section 2

The Management Board members shall be held fully accountable for the actions of the appointed individual.

Section 3

The Station Manager may appoint, upon confirmation by the Management Board, a secretary to handle WMUA's office work and correspondence.

1. A WMUA Secretary has responsibilities that encompass three major areas. Those areas are: (1) Typing of station business, (2) Office upkeep, and (3) General receptionist. A further description under each category follows.

A. Station Business

(1) Typing of Program Logs, Operating Logs and other materials relating to the day to day operation of WMUA. It will be the secretary's responsibility to ensure that logs are accurate, up to date and available as needed.

(2) Typing of all Management correspondence and typing of anything requested by a station member. This will include letters to electronic firms, playlists to record distributors and memoranda to station personnel. The WMUA secretary will not be expected to type news copy or matters unrelated to the operation of WMUA.

ARTICLE VIII: Appointments

Section 3

A. Station Business

(3) Typing of all incoming PSA's Promotional Announcements and press releases distributed to WMUA for publicity reasons. The secretary will be expected to edit and re-word announcements so that disc-jockeys and other on-the-air personnel can read the announcements with ease. Again the secretary will be responsible for ensuring that all announcements are accurate, up-to-date and on the air as quickly as possible.

B. General Receptionist & Office Upkeep

(1) The secretary will also assume the role of receptionist. Although station security is not under the jurisdiction of the secretary, it is hoped that the WMUA secretary will keep watch for people coming into the station. The secretary will assist incoming people in filing PSA's, directing them to working staff members and offering to take messages for individuals who may not be at the station at that particular moment.

(2) The secretary will answer the phones in a polite, cordial manner. The secretary will take telephone messages, PSA's called into the station and direct calls to people who are around the station. It will not be the respnsibility of the secretary to dial long-distance calls for station members, secure WATS lines or take messages considered to be of a personal nature. All incoming messages will be noted on the WMUA message pads and, unless otherwise noted, tacked to the WMUA bulletin board.

(3) The secretary will be responsible for maintaining WMUA's Pet Patrol. The secretary will notate on the appropriate form the loss of any canines, felines or other unfortunate creatures. The Pet Patrol form will be handed to the on-the-air board operator as soon as it is convenient.

(4) The secretary will be responsible for getting WMUA's mail. It will also be the secretary's responsibility to sort the mail, place it in the appropriate mailbox and return all mail erroneously designated for WMUA. The secretary will also be responsible for handling all outgoing mail on a daily basis.

ARTICLE VIII: Appointments

Section 3

B. General Receptionist & Office Upkeep

(5) The secretary will be responsibile for all mimeographing, duplicating and mechanical reproduction of legitimate station business. Where deemed appropriate, the secretary will Xerox station documents either in the RSO office or at the Campus Print Shop with the approval of the Business Manager.

(6) The secretary will compile WMUA's Bandboard listings on a weekly basis. A new Bandboard will be made on the Monday of each week.

(7) The WMUA secretary will maintain a neat and orderly office, providing a business-like atmosphere. Files and drawers will be readily accessible and other documents relating to WMUA will be safely stored. Each 6 months the secretary will be asked to take inventory of all office materials. The secretary will give this inventory sheet to the Business Manager to assess future office needs.

The WMUA secretary will work 25 hours a week for a salary of $56.25. Liberal working conditions will enable the secretary to work any combination of hours daily, provided the weekly total equals 25.

Most of WMUA's business occurs during the afternoon. It would be recommended that the secretary devote most of her/his working time to this period.

Qualifications for the job include, the ability to type at a fairly rapid pace, familiarity with offices or radio station operations and the capacity to deal with lots of people during the day.

Section 4

The Station Manager may appoint station members to serve in positions vacated by Management Board members who are unable to finish their elected terms.

1. An election for a vacated position will occur at either the next station meeting or a special station meeting called for the purpose of filling the vacated position, whichever comes first.

ARTICLE VIII: Appointments

Section 5

In the event that the station manager is not able to serve the rest of his/her term, the Program Director will serve as interim Station Manager until a special election can be held.

ARTICLE IX: Grievances

Section 1

Any person may bring a grievance to the Management Board member who is responsible for the area of concern.

Section 2

Any Management Board member who is unable to resolve a grievance will bring the matter before the entire Management Board.

Section 3

Any person with a grievance who is not satisfied with the solution offered by an individual Management Board member may submit the grievance in writing and may appear in person before the Management Board.

Section 4

The Management Board may submit a grievance to the entire station membership for a solution.

Section 5

Any person with a grievance who is not satisfied with the solution offered by the Management Board may submit the grievance in writing and may appear before the entire station membership.

ARTICLE X: Complaints

Section 1

In any case of any complaint from one station member about another, a written complaint must be submitted to the Management Board for consideration.

1. The member against who the complaint is directed must be notified immediately, before the Management Board meets.

2. The member may appear before the Management Board to answer the complaint.

ARTICLE XI: Adoption of This Constitution

The Constitution, after approval by a 2/3 vote of the Management Board, shall be presented to the station body for revision at the next station meeting. It then must be tabled for at least one week, after which a two-thirds vote of the membership shall be needed for ratification.

It shall be considered in effect and will supercede all previous Consititutions on the date of its ratification by the Student Senate.

ARTICLE XII: Amendments

Any proposed amendment or changes to the Constitution shall be brought before the Station body, then tabled for one week, at which time it may be ratified by a 2/3 vote of the station body.

ARTICLE XIII: By-Laws

By-Laws may be proposed by any member of the station body at any station meeting. They shall be considered in effect upon receiving a simple majority vote of the members at a a Station Meeting.